



# CITY OF HOUSTON

## Job Posting

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1	<div><div>Applications accepted from:</div><div>ALL PERSONS INTERESTED</div></div>
2	<div><div>Job Classification</div><div>ASSISTANT DIRECTOR (Executive Level)</div></div>
3	<div><div>Posting Number</div><div>PN# 113171</div></div>
4	<div><div>Department</div><div>Public Works &amp; Engineering Department</div></div>
5	<div><div>Division</div><div>Traffic &amp; Transportation Division</div></div>
6	<div><div>Section</div><div>Traffic Engineering and Operations</div></div>
7	<div><div>Reporting Location</div><div>611 Walker*</div></div>
8	<div><div>Workdays &amp; Hours</div><div>M - F, 8 a.m. - 5 p.m.*</div><div>*Subject to change</div></div>
9	<div><div><b>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</b></div><div>The successful candidate will be responsible for managing multiple traffic engineering and operations functions, some of which include:<ul style="list-style-type: none"><li>Intersection engineering and redesign</li><li>Traffic control device installation</li><li>Speed hump, street lighting, school zone installation and removal</li><li>Speed zone ordinance development</li></ul>He/she will supervise, direct, train, and evaluate managers who are responsible for overseeing the day-to-day activities of the branch. As an executive level manager this individual will respond to inquiries from the Mayor, City Council, Agenda Director, PWE Director and Deputy Director in matters involving traffic and transportation related issues. This individual will collaborate with others to develop, review, evaluate and manage personnel actions, equipment and material inventories, budgets, legislation, ordinances, policies, processes, guidelines, audits, contracts, schedules, plans and specifications. He/she may be called upon to act as a liaison to other departments, government agencies and the private sector.</div></div>
10	<div><div><b>WORKING CONDITIONS</b></div><div>Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies, and procedures in combination. The position is physically comfortable; the individual has discretion about walking, standing, etc.</div></div>
11	<div><div><b>MINIMUM EDUCATIONAL REQUIREMENTS</b></div><div>Requires a Bachelor's degree in Engineering or a closely related field.</div></div>
12	<div><div><b>MINIMUM EXPERIENCE REQUIREMENTS</b></div><div>More than ten years of experience is required.</div></div>
13	<div><div><b>MINIMUM LICENSE REQUIREMENTS</b></div><div>Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2). Registration as a Professional Engineer (P.E.) in the State of Texas or have the ability to obtain registration within one year from the date of hire.</div></div>
14	<div><div><b>PREFERENCES</b></div><div>Preference will be given to applicants who have substantial experience managing traffic/transportation engineering functions in a local government agency.</div></div>
15	<div><div><b>SELECTION/SKILLS TESTS REQUIRED</b></div><div>None</div></div>
16	<div><div><b>SAFETY IMPACT POSITION</b></div><div><div><input checked="" type="checkbox"/> Yes</div><div><input type="checkbox"/> No</div></div><div>If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.</div></div>
17	<div><div><b>SALARY INFORMATION</b></div><div>Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:<div><div>Salary Range - Pay Grade 32</div><div>\$2,257 - \$3,184 Biweekly - \$ - \$58,682 - 82,840 Annually</div></div></div></div>
18	<div><div><b>OPENING DATE</b></div><div>September 6, 2006</div></div>
19	<div><div><b>CLOSING DATE</b></div><div>Open Until Filled</div></div>
20	<div><div><b>APPLICATION PROCEDURES</b></div><div>Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., First Floor Lobby. TDD phone number 713.837.9471. For applicant status inquiries, please cal 713.837.7417. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.</div></div>
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